

myInvoice Registration Information

--Please printout this sheet to use as a guide--

GENERAL INFORMATION:

These instructions only apply if you wish to register for the new myInvoice. If you wish to register for the current MOCAS VPIS, please select “User Registration” under “MOCAS Vendor Pay Inquiry System”. The current non-MOCAS VPIS does not require user registration.

All users are required to register in myInvoice to view their invoice information.

Vendors: In order to effectively revalidate your old MOCAS VPIS account or establish a new user account for the myInvoice application, you will need to have an up-to-date account in the Central Contractor Registration (CCR) for each entity for which you want to obtain information from myInvoice. To enable your myInvoice account for these entities, you will need to be prepared to enter the CAGE or DUNS number plus the Tax Identification Number (TIN) for each one as they appear in your CCR record. Foreign vendors will need to obtain a NATO CAGE first in order to register in the CCR (see separate instructions for foreign vendors). Changes made to the CCR should be available for successful myInvoice cross match and acceptance after 3 business days have elapsed. Adding or deleting users on your current MOCAS VPIS account or your myInvoice account will not automatically update the other account. You will need to duplicate those changes in the myInvoice application.

Government users: Your supervisor may be asked to validate your “need to know” before your myInvoice account is activated. Please be sure they are aware of your pending application and provide the best possible contact information for them in your registration request. It’s also important to provide a clear justification statement in the “Reason for Access” block of the application. Because your application requires manual review by our registrar personnel, you will receive an e-mail approval or denial notification when your application has been processed.

INSTRUCTIONS:

New Registrations

STEP 1: Click on the **JInitiator Download** link on the myInvoice home page. Follow these instructions carefully. You must download the JInitiator and **certificate** to your PC in order for the myInvoice application to work properly. Please make sure that you

complete all of the JInitiator instructions, including step 8. **You must save the Certddb file to your PC, even if there is already one there – please overwrite the existing file.**

STEP 2: From the myInvoice home page, select the appropriate registration option for your role (vendor or government).

STEP 3: Complete the form (Note: Once you create your User ID and PIN, the rest of the fields on the form will open up for input). Please take note of the following limitations when completing the form:

- All fields with an asterisk (*) by the label are required entries (except for Registration Type – please disregard).
- You must create your own User ID. Your User ID must be 8 digits in length with no more than 2 consecutive (like 123 or abc) or 2 repeating (like 111 or BBB) characters. The field is not case sensitive and does not recognize special characters.
- **The PIN, which you create yourself, must be a 4 digit numeric.** It can have no more than 2 consecutive (like 123 or abc) or 2 repeating (like 111 or BBB) characters.
- All phone numbers should be entered with the area or country code included (must be at least 10 digits long, dashes are optional)
- Government ID numbers must be 9 digits.

Government users should proceed to Step 6. Vendors should proceed to Step 4 after completing the top half of the form.

STEP 4: Check the box titled “Send Advice of payment to the E-Mail Address listed above” if you wish to be notified each time a payment is made. **MESSAGE:** Our records show that you have new payment information available for invoice number XXXXX. Please log on to the myInvoice web site and select the Query by Contract or CLIN option for specific payment information.

STEP 5: Vendors should enter their CAGE or DUNS (either one but not both is required) and TIN in the appropriate boxes. The TIN should be entered without the dash. The TAB key moves the cursor to the next field. You must click on the “Add Record” or “Delete Record” button after each line. This will validate the CAGE/DUNS/TIN and move the cursor to the next line if you click on “Add Record” and the combination is valid. If the combination is not valid, you will receive an error message “INVALID CAGE/DUNS/TIN COMBO”. Click OK twice (the message will appear again), and the invalid line will be highlighted in yellow and the cursor will move to the next line for additional input. **You will have to correct or delete any invalid lines prior to submitting your registration.** You do not have to input all your CAGE/DUNS/TIN combinations at one time. You can edit your registration at any time while you are logged into the application by clicking on the Vendor Registration Tab.

STEP 6: Submit the form. (At this point, government users should await the receipt of an e-mail confirmation.) Vendors will receive a “Successful registration” message. Click OK and you will be returned to the myInvoice home page where you can log in

immediately with your new User ID and PIN. If you do not correct or delete all highlighted records, myInvoice will not allow you to submit your registration.

Update Your Registration Data if you Pre-Registered Last Year

STEP 1: Click on the **JInitiator Download** link on the myInvoice home page. Follow these instructions carefully. You must download the JInitiator and **certificate** to your PC in order for the myInvoice application to work properly. Please make sure that you complete all of the JInitiator instructions, including step 8. **You must save the Certdb file to your PC, even if there is already one there – please overwrite the existing file.**

STEP 2: Click on **Log-In** on the myInvoice home page.

STEP 3: Enter the 8 position User ID that you created during Pre-Registration. Click the box next to “Check here to re-set PIN” and click the “Submit” button.

STEP 4: Enter your e-mail address. (Enter the email address you used when you pre-registered.) Click the “Submit” button. You will receive the message “You must change your PIN” – Click OK.

STEP 5: Enter a new 4 digit PIN. Tab to “Confirm PIN” and enter your new 4 digit PIN again.

STEP 6: Complete the form. Please take note of the following limitations:

- All fields with an asterisk (*) by the label are required entries (except for Registration Type – please disregard).
- All phone numbers should be entered with the area or country code included (must be at least 10 digits long, dashes are optional)

STEP 7: Check the box titled “Send Advice of payment to the e-mail address listed above” if you wish to be notified each time that a payment is made. **MESSAGE:** Our records show that you have new payment information available for invoice number XXXXX. Please log on to the myInvoice web site and select the Query by Contract or CLIN option for specific payment information.

STEP 8: Vendors can now update their CAGE/DUNS/TIN information (either CAGE or DUNS but not both is required). The TIN should be entered without the dash. The TAB key moves the cursor to the next field. You must click on the “Add Record” or “Delete Record” button after each line. This will validate the CAGE/DUNS/TIN and move the cursor to the next if the combination is valid. If the combination is not valid, you will receive an error message “INVALID CAGE/DUNS/TIN COMBO”. Click OK twice (the message will appear again), and the invalid line will be highlighted in yellow and the cursor will move to the next line for additional input. **You will have to correct or delete any invalid lines prior to submitting your registration.** You do not have to input all

your CAGE/DUNS/TIN combinations at one time. You can edit your registration at any time while you are logged into the application by clicking on the Vendor Registration Tab.

STEP 9: Submit the form. Vendors will receive a “Successful registration” message. Click OK and you will be returned to the myInvoice home page where you can log in immediately with your User ID and new PIN. If you do not correct or delete all highlighted records, myInvoice will not allow you to submit your registration.

Update Your MOCAS Registration Data from the Old VPIS

STEP 1: Click on the **JInitiator Download** link on the myInvoice home page. Follow these instructions carefully. You must download the JInitiator and **certificate** to your PC in order for the myInvoice application to work properly. Please make sure that you complete all of the JInitiator instructions, including step 8. **You must save the Certdb file to your PC, even if there is already one there – please overwrite the existing file.**

STEP 2: Click on **Log-In** on the myInvoice home page.

STEP 3: Enter your User ID for MOCAS VPIS. Click the box next to “Check here to reset PIN” and click the “Submit” button.

STEP 4: Enter your e-mail address. (Enter the e-mail address associated with your MOCAS VPIS User ID.) Click the “Submit” button. You will receive the message “You must change your PIN” – Click OK.

STEP 5: Enter a new 4 digit PIN. Tab to “Confirm PIN” and enter your new 4 digit PIN again.

STEP 6: Complete the form. Please take note of the following limitations:

- All fields with an asterisk (*) by the label are required entries (except for Registration Type – please disregard).
- All phone numbers should be entered with the area or country code included (must be at least 10 digits long, dashes are optional)

STEP 7: Check the box titled “Send Advice of payment to the e-mail address listed above” if you wish to be notified each time that a payment is made. **MESSAGE:** Our records show that you have new payment information available for invoice number XXXXX. Please log on to the myInvoice web site and select the Query by Contract or CLIN option for specific payment information.

STEP 8: The Cage Codes that you are registered for in MOCAS VPIS will appear in the appropriate box (the DUNS field will automatically populate if the CAGE is found in CEFT). The TAB key moves the cursor to the next field. You will need to add the TIN for each Cage Code listed, or delete the Cage Code from the list. The TIN should be

entered without the dash. You must click on the “Add Record” or “Delete Record” button after you enter each TIN. This will validate the CAGE/DUNS/TIN and move the cursor to the next line. If the combination is not valid, you will receive an error message “INVALID CAGE/DUNS/TIN COMBO”. Click OK twice (the message will appear again), and the invalid line will be highlighted in yellow and the cursor will move to the next line for additional input. **You will have to correct or delete any invalid lines prior to submitting your registration.** You will need to add the TIN for all Cage Codes listed, or delete the Cage Codes from the list, prior to submitting your registration.

STEP 9: Submit the form. Vendors will receive a “Successful registration” message. Click OK and you will be returned to the myInvoice home page where you can log in immediately with your User ID and new PIN. If you do not correct or delete all highlighted records, myInvoice will not allow you to submit your registration.